

Department: Department Of Commerce
Agency: Bureau of the Census
Job Announcement Number: No. BORCC-CCM-08-102AA

[Overview](#)

Team Supervisor

Salary Range: 39857 to 91913 USD Per Year

Open Period: 10/28/2008 to 9/30/2009

Series & Grade: GG-0301-7/12

Position Information: This is a two year Schedule A time-limited appointment with a possible two year extension. This is a Mixed Tour work schedule that may be changed from full-time, part-time or intermittent to accommodate fluctuating workloads.

Duty Location: Few vacancies - Boston Metro area, MA

Who May Be Considered:

Applications will be accepted from United States citizens.

Job Summary:

Come join the Census Team, where every one counts! We offer competitive salaries, flexible hours and work arrangements, developmental opportunities, recognition for a job well done, a variety of benefits and health insurance plans, and a host of other employment incentives. If working in an environment that values your individuality and diversity and allows you to innovate, engage in problem solving, and achieve your professional goals appeals to you, then the Census Bureau is the place for you.

Provides supervision, guidance, and technical direction to CCM supervisory staff, regional technicians in their liaison activities, and CCM office support staff; ensures that CCM operations are completed on time and within budget and data quality standards. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce.

Key Requirements:

- If your resume is incomplete, you may not be considered for this vacancy
- Background and/or Security Investigation required.

[Duties](#)

Major Duties:

Incumbent has responsibility for assisting the Assistant Regional Census Manager in the planning and effective, timely, cost efficient implementation of the field data collection for the CCM program. CCM is a series of data collection, processing and estimation activities to measure the accuracy of the census. The various field operations which are under the direction of the incumbent of the position will provide: 1) an accurate inventory of census-day dwellings in a large National sample of blocks; 2) a comprehensive and independent re-enumeration of residents of these dwellings, profiling both census-day residents as well as in-and-out movers; and, 3) information to evaluate the effectiveness of the CCM data collection process. The incumbent of this position is responsible for the management of field, office, quality assurance, and or evaluation operations for up to 150 temporary field employees for the enumeration of up to 10,000 housing units. Provides

supervision, guidance, and technical direction to CCM supervisory staff, regional technicians in their liaison activities, and CCM office support staff; ensures that CCM operations are completed on time and within budget and data quality standards. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce.

Qualifications and Evaluation

Qualifications:

QUALIFICATIONS:

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

GG-0301-07: Experience: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service. This specialized experience includes: Experience in assisting with providing day-to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; OR Experience in assisting senior specialist in at least two of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; or (7) analyzing factual data, recognizing significant factors.

Education: Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-09: Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; AND at least one of the following: (1) Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports OR (2) Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports.

Education: Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and

(2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation

GG-0301-11: Experience: Applicants must have one year of specialized experience equivalent to the grade 09 level in the Federal service. This specialized experience includes: (1) Experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports; (2) Experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; and (3) Experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates.

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided; (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-12: Experience: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal service. This specialized experience includes: (1) Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; (2) Experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; and (3) Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You must be a U.S. citizen to qualify for this position.

How Will You Be Evaluated:

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate, individual statement addressing each of the following.

1. Experience planning, organizing, and supervising a decentralized workforce or office for a survey or data collection operation.
2. Experience recruiting, training, and evaluating a field or decentralized office operation.

3. Experience analyzing performance, progress, and costs reports for a decentralized workforce or office operation.

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>. Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life> Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci> New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr> You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA> You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI> If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

If you are not currently a Census Bureau employee you will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. Download the OF-306 by [clicking here](#), complete sections 1 through 16 and bring the form with you when called for an interview. You will be required to sign and certify the accuracy of all the information in your application (section 17) AT THE TIME OF INTERVIEW. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed. This job is being filled by an alternative hiring process and is not in the competitive civil service. Payment of Relocation Expenses IS NOT authorized. You will need to successfully complete a background security investigation before you can be appointed into this position. You will be required to make occasional travel. For further information on this vacancy you may contact Ken Munger at 617-488-9005

How to Apply

How to Apply:

Each applicant must submit the following 3 documents: (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application. (2) Individual statement addressing the evaluation criteria statements. (3) College Transcripts (if education is used as a qualification factor.)

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email address and zip code), day and evening phone

numbers (with area code).

- Separate response to the evaluation criteria listed above.

- Country of citizenship (this Federal job requires U.S. citizenship).

- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 223-3650.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Email applications will NOT be accepted for this position. Please mail or fax your information. Submit all applications to the address listed below:

U.S Census Bureau

Boston Regional Census Center

1 Beacon Street, 7floor

Boston, MA 02108

Phone: 1-617-223-3650

Fax: 1-617-223-3675

Attn: David Souza, Human Resources Specialist

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE / U.S CENSUS BUREAU IS AN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

Contact Information:

David Souza
Phone: 617-223-3650
Fax: 617-223-3675
Internet: David.Souza@census.gov

Or Write:
Department Of Commerce
1 Beacon Street
7th floor
Boston MA 02108
US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.